

Mt. Shasta City Council Regular City Council Meeting Agenda

Mt. Shasta Community Center, 629 Alder Street Monday,
August 8, 2016; 5:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Flag Salute
	2.	Roll call
	3.	Special Presentations & Announcements: a. Public Outreach Regarding The Landing – Juliana Lucchesi, City Planner b. D & S Canine Solutions – Dan Bell and Sarah Evola
	4.	<p>Public Comment:</p> <p>Welcome to our City Council meeting. The Council invites the public to address the Council on matters on the Consent Agenda and matters not listed on the agenda that are within the Council’s subject matter jurisdiction. If the Public wishes to comment on matters that are on the agenda, the Council will request comment when the matter is heard. The Council reserves the right to limit public comment on matters that are outside its subject matter jurisdiction.</p> <p>The City Council may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The Council may place additional time limits on comments, to ensure members of the public have an opportunity to speak and the Council is able to complete its business. A group may be asked to choose a spokesperson to address the Council on a subject matter, or the Council may limit the number of persons addressing the Council whenever a group of persons wishes to address the council on the same subject matter. Speakers may not cede their time to another.</p> <p>The Mayor manages the City Council meeting with a commitment to effective engagement while maintaining a positive, respectful decorum. The Mayor will typically start the Public Comment period sharing the following reminders relating decorum and Brown Act compliance efforts:</p> <ul style="list-style-type: none"> ✓ This is the time for the public to address the Council on matters on the Consent Agenda or matters NOT on the Council Agenda. This will be a comment period only. If the public wishes a response they may provide their contact information to the Deputy City Clerk. ✓ The Mayor will recognize each speaker in an orderly fashion. Most often, the Mayor will call the speakers whom have signed in first and shall then call for those who would like to address the Council but whom did not sign in by inviting them to come to the front of the room and wait to be recognized to speak. Once the speaker is recognized, the speaker will address the Council only and shall provide comment from the public microphone. Public Comment will typically not be taken from any person shouting from the audience. ✓ No heckling or shouting from the audience at a speaker shall be permitted. ✓ The City Council may ask “clarifying” questions only. Due to equity and Brown Act concerns, the Council will avoid engaging in dialogue or debate. ✓ If there is an item of great community significance/interest and is within the Council’s subject matter jurisdiction, the Council may request the item be agendaized for further consideration at a subsequent Council meeting.

	5. Meeting Recess (As Necessary)
	6. Council and Staff Comments
	CITY COUNCIL BUSINESS
Page 4-22	<p>7. Consent Agenda - The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.</p> <ul style="list-style-type: none"> a. Approval of Minutes: July 25, 2016 City Council Meeting b. Approval of Disbursements: Accounts Payable, 7/19/16, 7/20/16, and 7/27/16; Total Gross Payroll and Taxes: For Period Ending 7/17/16 (Finance Director) c. Dispatch Records Job Description, CCR-16-35
Page 23-24	<p>8. Transient Occupancy Taxes for Fiscal Year 2015-2016</p> <p><u>Background:</u> Council has requested an update on TOT for the fiscal year 2015-2016. As final amounts are tallied we will end the fiscal year with approximate receipts of \$710,000. This is an actual increase of approximately \$90,000 and 14% over the prior fiscal year.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Recommended Council Action:</u> None, informational report only.</p>
Page 25-26	<p>9. Siskiyou Opportunity Center – Recycling</p> <p><u>Background:</u> Traditionally Siskiyou Opportunity Center has previously been able to recover the cost of sorting and transportation through the sale of the recycled material, but this is no longer the case; the market for the resale of recycled material is nonexistent. This coupled with the restructuring of how client training/work is paid though the State has meant that the Center can no longer provide recycling service unless Cities, including Mt. Shasta, pay for that service.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Recommended Council Action:</u> Staff recommends approval of payment for the additional costs for recycling until we can develop new charges for refuse collection for both residential and businesses and bring a new agreement between the City of Mt. Shasta and the Siskiyou Opportunity Center.</p>
Page 27	<p>10. Smith Sanitation – Refuse Removal during Transfer Station Closure</p> <p><u>Background:</u> The Black Butte Transfer Station had a fire on February 13, 2016 that closed the facility for commercial refuse removal until July 7, 2016. Smith Sanitation Inc. is contracted to collect the City's residents refuse and dispose of the refuse at the Black Butte Transfer Station. We recognized that there would be additional costs associated with this unfortunate event.</p> <p><u>Report By:</u> Muriel Howarth-Terrell, Finance Director</p> <p><u>Recommended Council Action:</u> Staff recommends approval of payment for the additional costs for refuse removal during the closure of the Black Butte Transfer Station Closure.</p>

Page 28-31	<p>11. Renegotiation with County Re: Transient Occupancy Tax and The Landing</p> <p><u>Background:</u> Staff would like Council to discuss and consider taking action regarding a tax sharing agreement between the County of Siskiyou and the City of Mt. Shasta reached in the year 2000 when the Landing Property (Roseburg Mill Site) was annexed.</p> <p><u>Report By:</u> Parish Cross, Acting City Manager</p> <p><u>Recommended Council Action:</u></p>
	CITY COUNCIL/STAFF REPORTING PERIOD
	12. Council Reports on Attendance at Appointed/Outside Meetings
	<p>13. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"> a. Surplus Equipment – 8/22/16 b. Council Approval of Sewer and Water Rate Study Consultant Agreement – 8/22/16 c. Broadband Update – 9/12/16 (Mayor Collings) d. Annual Audit of City Finances – 9/12/16 e. Cannabis Dispensary Ordinance – 9/26/16 f. Noise Element for General Plan – 10/24/16 g. Smoking Limitations – 10/24/16 h. Possible Downtown Traffic Flow Changes/Request for Qualifications (RFQ) – 10/24/16 i. Review of CCO-98-05, Extraction and Exportation of Groundwater – 11/14/16 j. Orchard Property Annexation – 11/14/16 k. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA
	14. Closed Session: Public Employment, City Manager – Pursuant to Government Code §54957
	<p>15. Adjourn</p> <p>Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.</p> <p>The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.</p>

Mt. Shasta City Council Regular City Council Meeting **DRAFT Minutes**

Mt. Shasta Community Center, 629 Alder Street
July 25, 2016; 5:30 p.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

STANDING AGENDA ITEMS

1. Call to Order and Flag Salute: At the hour of 5:30 p.m. Mayor Jeffrey Collings called the meeting to order and led the audience in the Pledge of Allegiance.

2. Roll Call: Council Members Present: Morter, Burns, Harkness, Collings
Council Members Absent: Stearns

3. Special Presentations & Announcements: Kathy Morter, Councilmember – Team Shasta Update

4. Public Comment:

Frances Mangels – Comments regarding springs and wells in the City of Mt. Shasta. Concerns of contamination.

Geoff Harkness, Councilmember – Reply to Mr. Mangels that more information is needed.

Roslyn McCoy – Questions regarding Crystal Geyser’s wastewater application.

Geoff Harkness, Councilmember – Comments regarding the draft wastewater industrial permit.

5. Meeting Recess: None

6. Council and Staff Comments:

Clarifying questions from Councilmembers to staff.

CITY COUNCIL BUSINESS

7. Consent Agenda:

COUNCIL ACTION: Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.

a. Approval of Minutes: July 11, 2016 Regular City Council Meeting Draft Minutes

b. Approval of Brown Act Committee Meeting Minutes: Beautification Committee Minutes June 8, 2016,
Downtown Enhancement Advisory Committee Minutes June 15, 2016

c. Approval of Disbursements: (Finance Director)

Accounts Payable: 7/7/16 and 7/12/16; Total Gross Payroll and Taxes for the Period Ending: 7/3/16

d. Monthly Financial/Investment Report

MOTION TO APPROVE: Councilmember Harkness

SECOND: Councilmember Burns

AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings

NOES: None

ABSENT: Stearns
ABSTAIN: None

8. Public Hearing Regarding Resolution CCR-16-31 Re: Authorizing the Special Assessments For the Fire Department Equipment Funding Special Tax for the 2016-2017 Tax Roll and Authorizing the Mayor to Execute the Certification

Public Hearing Open: 6:35 p.m.

Public Hearing Closed: 6:35 p.m.

Muriel Howarth-Terrell, Finance Director – Review of yearly assessment

COUNCIL ACTION: Approve CCR-16-31, authorizing the special assessments for the Fire Department equipment funding special tax for the 2016-2017 tax roll and authorizing the Mayor to execute the certification.

MOTION TO APPROVE: Councilmember Burns

SECOND: Councilmember Harkness

AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings

NOES: None

ABSENT: Stearns

ABSTAIN: None

9. Resolutions of Necessity

John Kenny, City Attorney – Review of Resolutions and agreements made with two of the three parties.

Elizabeth Khalsa, Property Owner – Comments expressing concern regarding negotiation process.

Paul Chapman, Property Owner - Comments expressing concern regarding the negotiation process, and recommendation that the City review its policy to improve the process.

Clarifying questions from Council.

Geoff Harkness, Councilmember – Recommended after-action review, documentation of courses taken, and assembling of notes from both perspectives.

Staff directed to assemble review notes within the next 30 days.

COUNCIL ACTION: Adopt CCR-16-32 by title only

MOTION TO APPROVE: Councilmember Harkness

SECOND: Councilmember Morter

AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings

NOES: None

ABSENT: Stearns

ABSTAIN: None

COUNCIL ACTION: Adopt CCR-16-33 by title only

MOTION TO APPROVE: Councilmember Harkness

SECOND: Councilmember Morter

AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings

NOES: None

ABSENT: Stearns

ABSTAIN: None

COUNCIL ACTION: Adopt CCR-16-34 by title only

MOTION TO APPROVE: Councilmember Harkness

SECOND: Councilmember Burns

AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings

NOES: None

ABSENT: Stearns

ABSTAIN: None

COUNCIL ACTION: Allow Acting City Manager Cross to enter into settlement agreements with property owners Elizabeth Khalsa and Paul Chapman

<p>MOTION TO APPROVE: Councilmember Harkness</p> <p>SECOND: Councilmember Morter</p> <p>AYES: Councilmembers Morter, Burns, Harkness, Mayor Collings</p> <p>NOES: None</p> <p>ABSENT: Stearns</p> <p>ABSTAIN: None</p>
<p>CITY COUNCIL/STAFF REPORTING PERIOD</p>
<p>10. Council Reports on Attendance at Appointed/Outside Meetings:</p> <p><u>Kathy Morter, Councilmember</u> – Team Shasta, Crystal Geyser scoping meeting</p> <p><u>Jeffrey Collings, Mayor</u> – League of Local Agencies</p> <p>Discussion regarding weekly update.</p>
<p>11. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <p>COUNCIL ACTION: Reviewed Items a through n. Item added: Transient Occupancy Tax Update (Finance Director)</p> <ul style="list-style-type: none"> a. Public Outreach Regarding The Landing – 8/8/16 b. Resolutions of Necessity – 8/8/16 c. Surplus Equipment – 8/22/16 d. Council Approval of Rate Study Consultant Agreement – 8/22/16 e. Broadband Update – 9/12/16 (Mayor Collings) f. Marijuana Ordinance – 9/26/16 g. Streamlining Solar Project – 9/26/16 h. Expanding Downtown Business District – 9/26/16 i. Noise Ordinance – 10/10/16 j. Smoking Limitations – 10/24/16 k. Review Consideration of One-Way Traffic – 10/24/16 l. Review of CCO-98-05, Extraction and Exportation of Groundwater – 11/14/16 m. Orchard Property Annexation – 11/14/16 n. Crystal Geyser Industrial User Permit – TBD, Pending County CEQA
<p>12. Closed Session: Council adjourned to Closed Session at 7:34 p.m. and reconvened at 8:35 p.m.</p> <p>COUNCIL ACTION: No reportable action.</p>
<p>13. Adjourn: There being no further business, the meeting was adjourned at 8:35 p.m.</p>
<p>Respectfully Submitted by: Kathryn M. Wilson, Administrative Assistant/Deputy City Clerk</p>

City Council Agenda Item # 7b
Staff Report

Meeting Date: August 8, 2016
To: Mayor and City Council
From: Muriel Howarth Terrell, Finance Director
Subject: Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

Recommendation:

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$687,247.75.

Background & Summary:

Approval of Check Numbers 38350-38438	\$ 611,703.49
Total Payroll Distribution	\$ 53,152.36
Total Payroll Taxes	<u>\$ 22,391.90</u>
	\$ 687,247.75

Financial Impact:

Expenditures are consistent with the Budget that the City Council has adopted.

Compliance with 2014-17 City Council Strategic Plan:

The City Council's leadership efforts to ensure adherence to the best possible financial practices and overall transparency falls under Strategic Focus IV – Grow Mt. Shasta Pride and Quality and the Municipal Responsibilities of Progressive Leadership and Financial Health and Economic Opportunity.

Attachments:

- 1.) Check Registers – 7/19/16, 7/20/16, 7/27/16
- 2.) ACH Payroll Distribution – 7/20/16
- 3.) EFTPS Reports – 7/26/16

Check Register Report

Date: 07/19/2016

Time: 12:30 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
38350	07/19/2016	Printed		10210	ALLSTAR FIRE EQUIPMENT	Glasses - Fire	387.68
38351	07/19/2016	Printed		25050	AT&T	Jun 16 CLETS phone	551.09
38352	07/19/2016	Printed		11120	BANK OF AMERICA-CITY	Jun 16 misc charges	491.31
38353	07/19/2016	Printed		13045	DAVIS COURIER SERVICES	Jun 16 courier services	13.13
38354	07/19/2016	Printed		16032	GCS ENVIRONMENTAL EQUIP SERV	PW 25 Sweeper	103.12
38355	07/19/2016	Printed		23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	875.15
38356	07/19/2016	Printed		25020	PACE CIVIL, INC.	Jun 16 ATP Grant	46,420.83
38357	07/19/2016	Printed		11243	GERARD PELLETIER TRANSFER	Jun 16 tipping fees	14,878.59
38358	07/19/2016	Printed		27045	RECORD SEARCHLIGHT	RFP Rate Study	225.72
38359	07/19/2016	Printed		28173	SHASTA CLEANING & MAINTENANCE	Library clean 6/13 - 6/30/16	360.00
38360	07/19/2016	Printed		28340	SISKIYOU COUNTY AUDITOR	Apr-Jun 16 FD dispatched calls	1,340.00
38361	07/19/2016	Printed		28451	SISKIYOU COUNTY SHERIFF	2016 4th qtr dispatch	2,500.00
38362	07/19/2016	Printed		28480	SISKIYOU HUMANE SOCIETY	Jan-Mar 16 animal control svcs	221.00
38363	07/19/2016	Printed		28680	SPORTSMEN'S DEN INC	P. Eckert plaque	26.94
38364	07/19/2016	Printed		29162	TRAFFIC WORKS	Chestnut/Lake Safety Letter	2,400.00
				Total Checks: 15		Checks Total (excluding void checks):	70,794.56
				Total Payments: 15		Bank Total (excluding void checks):	70,794.56
				Total Payments: 15		Grand Total (excluding void checks):	70,794.56

Check Register Report

Date: 07/19/2016

Time: 12:43 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
38365	07/19/2016	Printed		10373	ARAMARK	Jul 16 linen services	204.66
38366	07/19/2016	Printed		11100	BANK OF AMERICA-PD	Jul 16 misc charges	359.73
38367	07/19/2016	Printed		11423	WILLIAM BULLINGTON	7/11 & 7/12 court mileage	54.00
38368	07/19/2016	Printed		12767	ALAN CRAFT	Ref Dep SILB-920-03 Craft	80.00
38369	07/19/2016	Printed		16032	GCS ENVIRONMENTAL EQUIP SERV	PW 25 Sweeper	951.45
38370	07/19/2016	Printed		22071	MENDES SUPPLY COMPANY	Blk Liners	449.32
38371	07/19/2016	Printed		22352	MUNICIPAL EMERGENCY SERVICES	SCBAs for WWTP	545.76
38372	07/19/2016	Printed		22371	MUSTARD PRESS INC	Envelopes, window	257.01
38373	07/19/2016	Printed		23058	NORTH STATE ASPHALT	3/8" cold mix	1,008.35
38374	07/19/2016	Printed		24000	OFFICE DEPOT	Laminate supplies	118.68
38375	07/19/2016	Printed		25108	PHENOVA	WWTP lab supplies	622.37
38376	07/19/2016	Printed		28000	S.C.O.R.E.	Liability, property, work comp	203,050.58
38377	07/19/2016	Printed		28173	SHASTA CLEANING & MAINTENANCE	Library cleaning 7/4-7/11/16	190.00
38378	07/19/2016	Printed		28510	SISKIYOU LOCK SHOP	Rekey front door	127.61
38379	07/19/2016	Printed		28595	JOHN SMITH SANITATION INC	Jul 16 Solid Waste & recycling	30,358.15
38380	07/19/2016	Printed		28595	JOHN SMITH SANITATION INC	Jul 16 dumpster rental	45.00
38381	07/19/2016	Printed		28637	SONSRAY MACHINERY	PW21 parts	1,264.26
38382	07/19/2016	Printed		60280	KELLY STENMARK	Cleaning supplies	40.47
38383	07/19/2016	Printed		32140	WESTERN BUSINESS PRODUCTS	Aug 16- Oct 16 copier maint	605.94

Total Checks: 19

Checks Total (excluding void checks):

240,333.34

Total Payments: 19

Bank Total (excluding void checks):

240,333.34

Total Payments: 19

Grand Total (excluding void checks):

240,333.34

Check Register Report

2016-17

Date: 07/20/2016

Time: 3:52 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
38384	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 925	3,522.03
38385	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 926	958.68
38386	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 927	4,101.75
38387	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 27429	2,009.88
38388	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 25861	1,366.84
38389	07/20/2016	Printed		12185	CALIFORNIA P.E.R.S.	07/21/16 Rate Plan 25862	413.54
38390	07/20/2016	Printed		28790	CALPERS 457 PLAN	07/21/16 457 SIP Deductions	941.00
38391	07/20/2016	Printed		15240	NATIONWIDE RETIREMENT SOLUTION	07/21/16 457 SIP Deductions	1,966.00
38392	07/20/2016	Printed		28815	STERLING HEALTH ADMINISTRATION	07/21/16 HSA Deductions	220.00
38393	07/20/2016	Printed		29011	TEAMSTERS LOCAL 137	Jul 16 PD dues deductions	924.44
38394	07/20/2016	Printed		32070	THE WELLNESS CENTER	Jul 16 Gym Dues Deductions	145.00

Total Checks: 11

Checks Total (excluding void checks): 16,569.16

Total Payments: 11

Bank Total (excluding void checks): 16,569.16

Total Payments: 11

Grand Total (excluding void checks): 16,569.16

Check Register Report

2015-16

Date: 07/27/2016

Time: 12:21 pm

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City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
38395	07/27/2016	Printed		10369	ARCSINE ENGINEERING	Jun 16 WWTP SCADA work	3,392.00
38396	07/27/2016	Printed		13200	DEPT. OF TRANSPORTATION	Apr-Jun 16 st lite electricity	172.83
38397	07/27/2016	Printed		15221	FRIENDS OF THE MT SHASTA	#2 Jun 16 reimburs credit card	14,820.67
38398	07/27/2016	Printed		16180	GREAT NORTHERN CORPORATION	Apr 16 MS PI-Development	3,621.61
38399	07/27/2016	Printed		17157	MURRAY HUGGINS	Refund WASS-500-00	51.00
38400	07/27/2016	Printed		19010	JEFFERSON ECONOMIC DEVEL. INST	Jun 16 13-CDBG-8934-22	16,119.03
38401	07/27/2016	Printed		22140	KENNY, SNOWDEN & NORINE	Jun 16 Attorney services	2,266.66
38402	07/27/2016	Printed		22114	KATHY MORTER	July 4, 16 parade entry	20.00
38403	07/27/2016	Printed		24013	CORRINE ONG	Refund MAGN-211-06	31.53
38404	07/27/2016	Printed		25080	PACIFIC POWER & LIGHT	Jun 16 Electric Services	2,510.21
38405	07/27/2016	Printed		22507	QUANTUM HEALING	13-CDBG-8968 Pmt 4	998.26
38406	07/27/2016	Printed		28372	SISKIYOU COUNTY ECONOMIC	Apr-Jun 16 Assess/Cleanup	14,145.42
38407	07/27/2016	Printed		28595	JOHN SMITH SANITATION INC	Jun 16 extra garbage	192.90
38408	07/27/2016	Printed		29140	TIMBERWORKS	Big Lakes Payment 2	210,479.87

Total Checks: 14

Checks Total (excluding void checks):

268,821.99

Total Payments: 14

Bank Total (excluding void checks):

268,821.99

Total Payments: 14

Grand Total (excluding void checks):

268,821.99

Check Register Report

2016-17

Date: 07/27/2016

Time: 12:28 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks							
38409	07/27/2016	Printed		10315	AMERICAN WATER WORKS ASSN	2016-17 memership dues	255.00
38410	07/27/2016	Printed		10373	ARAMARK	Jul 16 linen services	233.52
38411	07/27/2016	Printed		11140	BASIC LABORATORY INC.	Drinking Water Monitoring	1,474.20
38412	07/27/2016	Printed		11146	BAXTER AUTO PARTS	Fire veh maintenance	44.95
38413	07/27/2016	Printed		15030	FERGUSON ENTERPRISES, INC.	RP fittings - Big Lakes Proj	786.15
38414	07/27/2016	Printed		16040	GENERAL PRODUCE	Jul 16 Fresh Produce Prog	39.80
38415	07/27/2016	Printed		16184	JENNIFER GREENE	Jul 16 Fresh Produce Program	247.50
38416	07/27/2016	Printed		17155	HUNTER ORCHARDS	Jul 16 Fresh Produce Program	85.63
38417	07/27/2016	Printed		22004	MARBLE MOUNTAIN FARM	Jul 16 Fresh Produce Program	112.50
38418	07/27/2016	Printed		22071	MENDES SUPPLY COMPANY	Seat Covers/Hand soap	126.56
38419	07/27/2016	Printed		22114	KATHY MORTER	Team Shasta Workshop	123.75
38420	07/27/2016	Printed		22240	MT. SHASTA ELECTRIC INC	Red Light repair Alma/Msb	86.62
38421	07/27/2016	Printed		22352	MUNICIPAL EMERGENCY SERVICES	Hydrant Gate Valve	631.72
38422	07/27/2016	Printed		23023	NATIVE GROUNDS NURSERY	Parker Plaza Tree supplies	609.48
38423	07/27/2016	Printed		23052	NORTHLAND CABLE TELEVISION INC	Aug 16 internet Library	245.40
38424	07/27/2016	Printed		23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	974.60
38425	07/27/2016	Printed		24003	KATE OBRIEN	Jul 16 Fresh Produce Program	112.50
38426	07/27/2016	Printed		24000	OFFICE DEPOT	Dave Smith's Ofc	283.37
38427	07/27/2016	Printed		12360	PARCEL QUEST	2016-17 Cnty data & maps	2,000.00
38428	07/27/2016	Printed		25108	PHENOVA	WWTP lab supplies	400.09
38429	07/27/2016	Printed		25170	DEVON PRIDDY	Mileage Interview Class POST	275.40
38430	07/27/2016	Printed		25167	PRINTING SYSTEMS, INC.	Delinquent Notices	201.72
38431	07/27/2016	Printed		27000	RAMSHAW'S ACE HARDWARE INC	Jul 16 misc supplies	1,814.79
38432	07/27/2016	Printed		27023	RAMSHAW'S TOWING INC	Tow 2008 Ford F250	108.00
38433	07/27/2016	Printed		27063	REDDING FREIGHTLINER	PW #12 parts	82.97
38434	07/27/2016	Printed		29169	STATEWIDE TRAFFIC SAFETY &	Lime Tshirts	126.12
38435	07/27/2016	Printed		28796	DI STRACHAN	Balance for Team Shasta	3,000.00
38436	07/27/2016	Printed		30020	UNDERGROUND SERVICE ALERT	2016-17 membership	233.84
38437	07/27/2016	Printed		31028	VALLEY INDUST. COMMUNICATIONS	Fire radio repair	310.00
38438	07/27/2016	Printed		32153	J W WOOD COMPANY INC	Water Valve CH Landscaping	158.26
				Total Checks: 30		Checks Total (excluding void checks):	15,184.44
				Total Payments: 30		Bank Total (excluding void checks):	15,184.44
				Total Payments: 30		Grand Total (excluding void checks):	15,184.44



Approval History

Select the appropriate criteria for the approvals you want to see and click Submit. When approvals display, click a batch ID for more detail.

Type:	Originator:	Approver:
All ▼	All ▼	All ▼
From Initiated Date:	To Initiated Date:	Submit
7/15/2016	7/20/2016	

Type	ID	Name	Initiated Date	Effective Date	Approval Expiration Date	Approval Action Date	Originator	Approver	Transfer From	Transfer To	Action	Amount
ACH PPD Credits (PPD, PPD+)	<u>157334</u>		7/20/2016	7/21/2016	7/20/2016	7/20/2016	Polk, Jodi	Howarth Terrell, Muriel	City of Mt Shasta		Approved	\$53,152.36

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FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		07/17/16
PAYROLL DATE:		07/21/16
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$9,891.96
MEDICARE	11-000-2110	\$2,313.46
FED. WITHHOLDING	11-000-2120	\$7,494.31
TOTAL DEPOSIT:		\$19,699.73
EFTPS CONFIRMATION NO:		23980418
EFTPS BANK DEBIT DATE:		7/26/2016
APPROVED:		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		07/17/16
PAYROLL DATE:		07/21/16
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$2,022.55
STATE DISABILITY INS	11-000-2140	\$459.16
TOTAL DEPOSIT:		\$2,481.71
EDD CONFIRMATION # (STATE):		94773
EDD CONFIRMATION # (SDI):		94781
EDD BANK DEBIT DATE:		7/26/2016
APPROVED:		

STATE DISBURSEMENT UNIT - CHILD SUPPORT		
PAYROLL PERIOD ENDING:		07/17/16
PAYROLL DATE:		07/21/16
PARTICIPANT NUMBER	CASE NUMBER	AMOUNT
930000056061	0930073919-01	\$210.46
TOTAL DEPOSIT:		\$210.46
SDU CONFIRMATION # :		UXMUIIN6657
SDU BANK DEBIT DATE:		7/22/2016
APPROVED:		

City Council Agenda Item # 7c

Meeting Date: August 8, 2016

To: Mayor and City Council

From: Parish Cross, Police Chief
Jodi Polk, Human Resources Specialist

Subject: Adopt Resolution to Revise the Job Description
of the Dispatch / Records Manager Position

X	Regular Session
	Special Session
	Emergency Session
	Closed Session

Recommendation:

Adopt Resolution CCR-16-35, a Resolution of the City Council of the City of Mt. Shasta, Revising the Dispatch / Records Manager Job Description.

Background & Summary:

Currently, physical evidence and property processing, documentation and disposal is managed by an officer within the Police Department. This is not an optimal way to handle evidence and property taken in by the Department as it could potentially jeopardize the legitimacy of evidence collected for cases that go to court.

The Dispatch / Records Manager maintains the other official records of the Department, so it makes sense to move the evidence and property administration responsibilities to this position. The evidence and property tasks tie in with the other duties of the Dispatch / Records Manager position and there will be only a minimal increase in time spent performing these functions.

The employee currently holding the Dispatch / Records Manager position is retiring in September 2016 and the City has undertaken an internal recruitment to fill it. This is the optimal time to adjust the job description.

Financial Impact:

There is no financial impact as the additional tasks will not require substantially more time or skill for the Dispatch / Records Manager position and the position is already authorized in the budget.

Attachments:

- Amended Dispatch / Records Manager Job Description
- Resolution

CITY OF MT. SHASTA

CLASS TITLE: DISPATCH/RECORDS MANAGER

BASIC FUNCTION:

Under the direction of the Police Chief, organize and direct operations and activities related to the emergency and non-emergency dispatch of ~~police~~Police; supervise and control the maintenance and release of Police records, files and documents; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct operations and activities related to the emergency and non-emergency dispatch of police; coordinate dispatch activities and personnel to assure timely services and meet the police needs of the City; establish and maintain dispatch time lines and priorities as directed.

Supervise and control the maintenance and release of Police records and other documents; respond to requests from City departments, law enforcement and other outside agencies, and the public; determine appropriateness of releasing records according to established requirements; oversee and participate in the printing, duplication and preparation of records, files and reports for release.

Oversee and participate in the operation of telephones to receive routine and emergency requests from City personnel and the public; dispatch police personnel utilizing assigned radio equipment according to established guidelines and procedures; notify personnel of nature, location and time of incidents; make copies of voice recordings as needed.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign employee duties and review work for compliance with established guidelines and procedures.

Maintain radio communications with City police units; monitor location and status of police officers; keep officers current regarding police, fire and medical activities, emergencies and situations; respond to officer requests for vehicle, individual and other information.

Oversee and participate in the maintenance of call and radio logs; compile information and statistics and prepare and maintain a variety of records, reports and files related to crime, calls, dispatches, victims, suspects, witnesses, cases, accidents and assigned activities; ~~prepare treasurer reports.~~

Supervise and participate in the input of a variety of dispatch, personal, crime, case and other data into an assigned computer system; establish and maintain automated records and files; initiate queries, extract data and generate various computerized reports as requested; prepare records and reports for the Department of Justice audit.

Receive, store and ensure the proper safekeeping and control of physical evidence/property in the possession of the department; maintain manual and computerized records of the evidence/property;

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coordinate the proper release of evidence/property to its rightful owner or dispose of unreturnable items in a manner prescribed by department policies and procedures, court orders, and federal and state laws.

Serve as a technical resource to City personnel, outside agencies and the public concerning Police records and dispatch activities; respond to inquiries and provide detailed and technical information concerning related 911 standards, requirements, laws, codes, regulations, policies and procedures.

Communicate with City personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Monitor and assess dispatch operations and activities for operational efficiency; assist in the development and implementation of dispatch policies and procedures to enhance operational efficiency as directed.

Supervise the maintenance of Police filing systems; assure proper security of law enforcement records; oversee and participate in the purging and destruction of Police records according to established requirements.

Monitor inventory levels of dispatch and related office supplies; order, receive and maintain adequate inventory levels of supplies; assist in the selection and maintenance of dispatch equipment; initiate funding requests for training and other dispatch needs as appropriate.

Attend and participate in various meetings and training sessions as assigned; maintain and record employee attendance; participate in CCUG, CLEARS and other records and evidence related organizations and meetings; schedule and conduct training activities for subordinates as appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities related to the emergency and non-emergency dispatch of police.

Public safety communications practices, procedures, techniques and terminology.

City and Department organization, operations, radio procedures and dispatch guidelines.

Local geography, street locations, important buildings and landmarks of the area.

Telephone and radio procedures, techniques and etiquette.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of supervision and training.

Modern office practices, procedures and equipment.

Oral and written communication skills.

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Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Department and Federal and State regulations, policies and procedures for the successful collection and preservation of items of evidence/property.

ABILITY TO:

Organize and direct operations and activities related to the emergency and non-emergency dispatch of police.

Supervise and control the maintenance and release of Police records, files and documents.

Train and evaluate the performance of assigned personnel.

Learn standards, requirements, laws and regulations concerning the release of police records.

Oversee and participate in the operation of telephones to receive routine and emergency requests from City personnel and the public.

Dispatch police personnel as appropriate.

Determine appropriateness of releasing records according to established requirements.

Determine appropriate action within clearly defined guidelines.

Operate a computer and assigned software.

Maintain records and prepare reports.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Utilize and stay current with evidence/property collection techniques and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years experience working as a dispatcher.

LICENSES AND OTHER REQUIREMENTS:

Valid POST Public Safety Dispatch certification.

Incumbents in this classification must complete the POST recertification program every two years.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

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Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

HAZARDS:

Contact with dissatisfied or abusive individuals.

DRAFT

RESOLUTION NO. CCR-16-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA
APPROVING A REVISION TO THE DISPATCH / RECORDS MANAGER
JOB DESCRIPTION**

WHEREAS, the City of Mt. Shasta has a need to move evidence and property management responsibilities from the Police Officer position due to a potential conflict of interest; and

WHEREAS, the City of Mt. Shasta considers the evidence and property management responsibilities to be a logical duty of the Dispatch / Records Manager position; and

WHEREAS, the City of Mt. Shasta believes the addition of the evidence and property management responsibilities will have minimal impact on the Dispatch / Records Manager position.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mt. Shasta hereby approves the attached job description, attached herein as "Exhibit A".

The foregoing Resolution was APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Mt. Shasta on the 8th day of August, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: August 8, 2016

ATTEST:

CITY OF MT. SHASTA

Kathryn Wilson, Deputy City Clerk

Jeffrey Collings, Mayor

City Council Agenda Item # 8
Staff Report

Meeting Date: August 8, 2016
To: Mayor and City Council
From: **Muriel Terrell, Finance Director**
Subject: Transient Occupancy Taxes for Fiscal Year 2015-2016

X	Regular
	Consent
	Closed
	Presentation

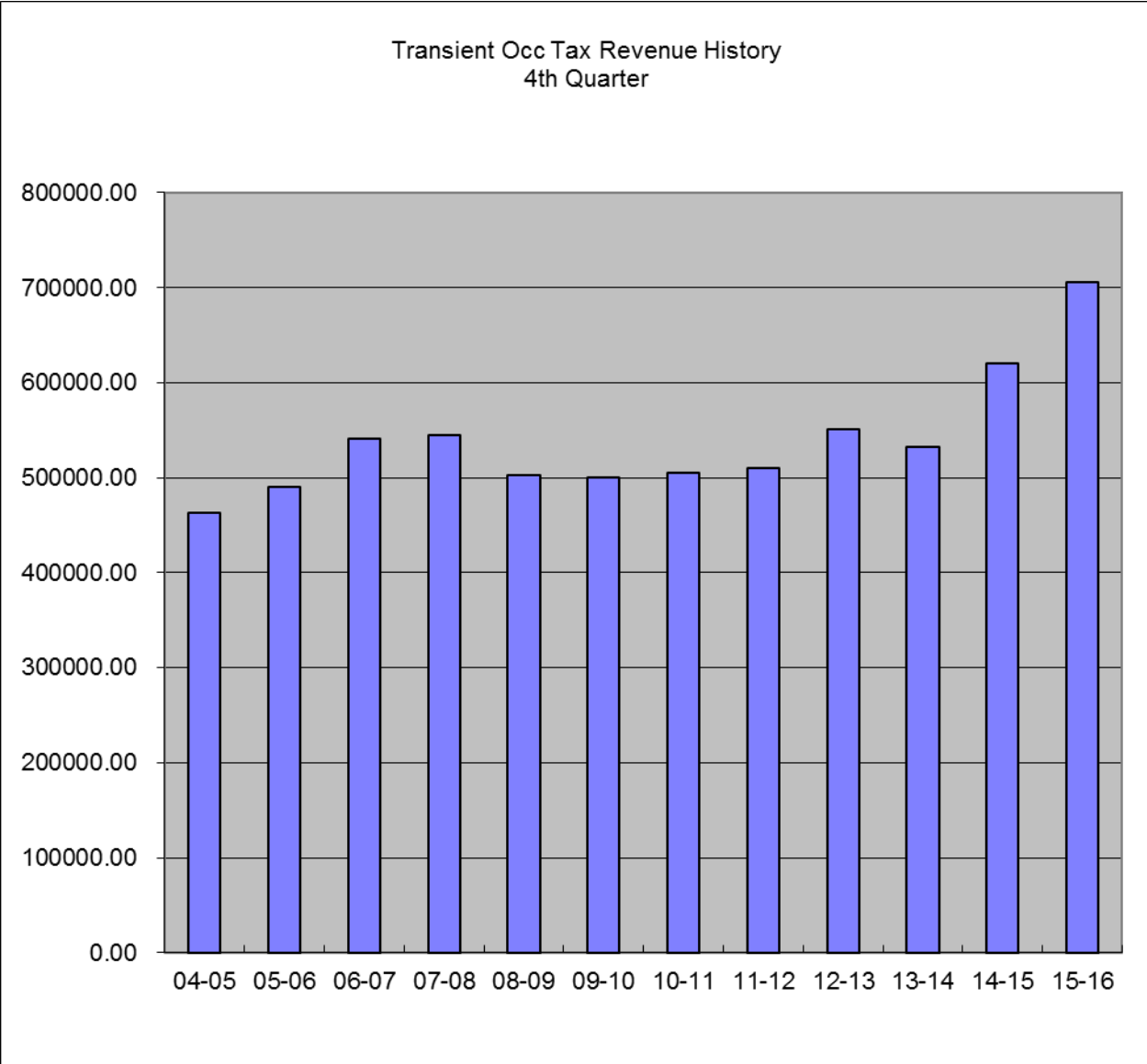
Recommendation:

None, informational report only.

Background & Summary:

Council has requested an update on TOT for the fiscal year 2015-2016. As final amounts are tallied we will end the fiscal year with approximate receipts of \$710,000. This is an actual increase of approximately \$90,000 and 14% over the prior fiscal year.

There are several factors that come into the amount of TOT the City collects. One is the occupancy rate the second is the rate that is charged for those rooms. Rates vary, as found on-line from \$90 to \$220 per night. This represents a 10% to 30% increase over the past several years. The chart on the next page illustrates the change of revenue over time. Both factors contribute to the increase in TOT to the City.



City Council Agenda Item # 9
Staff Report

Meeting Date: August 8, 2016
To: Mayor and City Council
From: **Muriel Terrell, Finance Director**
Subject: Siskiyou Opportunity Center – Recycling

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff recommends approval of payment for the additional costs for recycling until we can develop new charges for refuse collection for both residential and businesses and bring a new agreement between the City of Mt. Shasta and the Siskiyou Opportunity Center.

Background & Summary:

The Siskiyou Opportunity Center has provided recycling services either by drop off, bins or blue bags since 1990. The recycling world has changed significantly over the years through legislative, societal and environmental changes and concerns. So too has the way in which recycling is collected and processed. Now our efforts are divided into two areas. One, we have state mandated local business pick up, provided weekly, and two we have a residential blue bag program for pick up once monthly.

Traditionally Siskiyou Opportunity Center has previously been able to recover the cost of sorting and transportation through the sale of the recycled material and though the training fees paid by the State for the Center's client population. This is no longer the case; the market for the resale of recycled material is nonexistent. This coupled with the restructuring of how client training/work is paid though the State has meant that the Center can no longer provide recycling service unless Cities, including Mt. Shasta, pays for that service.

The cost for the blue bag program is estimated at approximately \$1,300 per month. The cost for mandated business pickup is approximately \$1,565 per month. This is a total of \$2,865 per month. We currently pay \$825 per month to the Center. This is an increase of approximately \$2,040 per month.

We will need to explore other options for how recycling is handled in our City as well as in our region. We hope to explore what those options are and how together we can meet State goals for recycling and cost of meeting those mandates.

Fiscal Impact:

A new cost structure for Refuse Collection will need to be developed through a Proposition 218 process. This will take some time to develop. Our surrounding Cities are in the same

predicament and have agreed to continue to pay for recycling until they too can do the 218 process.

Strategic Goals:

We would like to stress the importance to continue to have a recycling program that meets the requirements that the State of California has imposed but also know that recycling is the right thing to do for our community and society in general.

City Council Agenda Item # 10
Staff Report

Meeting Date: August 8, 2016

To: Mayor and City Council

From: **Muriel Terrell, Finance Director**

Subject: Smith Sanitation – Refuse Removal during Transfer Station Closure

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff recommends approval of payment for the additional costs for refuse removal during the closure of the Black Butte Transfer Station Closure.

Background & Summary:

The Black Butte Transfer Station had a fire on February 13, 2016 that closed the facility for commercial refuse removal until July 7, 2016. Smith Sanitation Inc. is contracted to collect the City's residents refuse and dispose of the refuse at the Black Butte Transfer Station. We recognized that there would be additional costs associated with this unfortunate event. The cost associated with this event amounted to \$577.93 per day. The total cost will be approximately \$51,500.00.

The City will be requesting reimbursement for this additional cost through the Black Butte Transfer Station's insurance.

City Council Agenda Item #11
Staff Report

Meeting Date: August 8, 2016

To: Mayor and City Council

From: Parish D. Cross, Acting City Manager

Subject: Discussion and possible action regarding Tax Sharing Agreement reached in 2000 with Siskiyou County and the City when the Landing was annexed from the County.

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff would like Council to discuss and consider taking action regarding a tax sharing agreement between the County of Siskiyou and the City of Mt. Shasta reached in the year 2000 when the Landing Property (Roseburg Mill Site) was annexed.

Background & Summary:

In June of 2000 the City of Mt. Shasta entered into a tax sharing agreement with Siskiyou County when the City annexed the Roseburg mill site property. The agreement states that the City and the County will split the Transient Occupancy Tax 50/50, Property Tax will be split 50/50, and the Sales and Use Taxes will be 100% to the City.

Staff learned of this agreement after a meeting was held with Siskiyou Economic Development on August 1, 2016 to discuss strategically the future on The Landing, formerly known as the Roseburg Property.

Attachments:

June 2000 Tax Sharing Agreement and Resolution CCR-00-48

RESOLUTION NO. CCR-00-48

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
AUTHORIZING THE MAYOR TO SIGN
THE TAX SHARING AGREEMENT WITH
SISKIYOU COUNTY FOR THE
ROSEBURG PROPERTY ANNEXATION**

WHEREAS, the City of Mt. Shasta desires to annex certain real property adjacent to and within the Sphere of Influence of the City of Mt. Shasta known hereinafter as the "Roseburg Property" or "Property"; and

WHEREAS, a Tax Sharing Agreement is required pursuant to California Revenue & Taxation Code, Section 99, to negotiate and enter into a Property Tax Exchange Agreement; and

WHEREAS, the City has reached agreement on an equitable exchange of taxes related to the Roseburg Property; and

WHEREAS, the Board of Supervisors of Siskiyou County have approved the attached (Attachment A) Tax Sharing Agreement on June 6, 2000 by a 4 – 0 vote.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. That the City Council of the City of Mt. Shasta authorizes the Mayor to sign on behalf of the City the attached Tax Sharing Agreement with Siskiyou County for the Roseburg Property annexation.

ROLL CALL VOTE:

AYES: Council Members Apperson, Gibson, Meyer, Stearns, and Mayor Melo

NOES: None

ABSENT: None

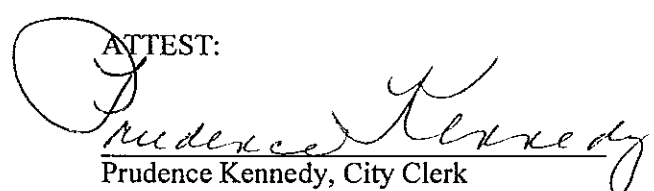
ABSTAIN: None

DATED: June 13, 2000

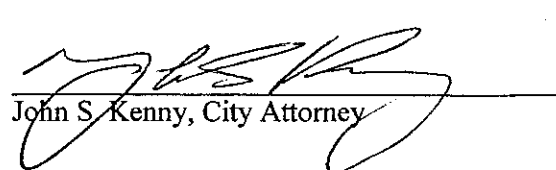
CITY OF MT. SHASTA


Tony Melo, Mayor

ATTEST:


Prudence Kennedy, City Clerk

APPROVED AS TO FORM:


John S. Kenny, City Attorney

**AGREEMENT BETWEEN THE CITY OF MT. SHASTA ("CITY") AND
THE COUNTY OF SISKIYOU ("COUNTY")
REGARDING DISTRIBUTION OF TAXES UPON
ANNEXATION OF CERTAIN REAL PROPERTY
TO THE CITY OF MT. SHASTA**

WHEREAS, the City has acquired certain real property adjacent to and within the Sphere of Influence of the City and is contemplating the annexation of that property known hereinafter as the "Roseburg Property" or "Property"; and

WHEREAS, in cases of annexation, local agencies are required, pursuant to California Revenue & Taxation Code § 99, to negotiate and enter into a Property Tax Exchange Agreement relating to the real property taxes derived from the property; and

WHEREAS, the City and the County can agree to the exchange of other taxes related to Roseburg Annexation; and

WHEREAS, the City and the County are desirous of facilitating the development of the Roseburg property and recognize that annexation to the City will enhance the development potential.

NOW, THEREFORE, BE IT AGREED between the City and County as follows:

1. Revenue and Property Taxes.

Following annexation, the County will continue to receive all property taxes generated from the Roseburg property until such time as the property or any part thereof is reassessed as a result of sale or improvement. In the event of the assessment of all or part of the property, thereafter the City and County shall divide the property taxes (including any increment thereafter imposed) 50% to the City and 50% to the County.

2. Transient Occupancy Tax (TOT).

The parties agree that all Transient Occupancy Tax (TOT) receive from the property will be divided equally between the City and the County. This applies to all TOT collected from the area whether from existing or thereafter established businesses.

3. Precedence.

The parties have previously entered into Property Tax Exchange Agreements. The parties agree that this Agreement supersedes any and all prior agreements and constitutes the full agreement between the parties concerning the sharing of revenues subsequent to annexation.

4. Joint Drafting.

Each of the parties to this agreement were represented by Counsel and participated in the drafting of this Agreement. It shall not be interpreted as having been drafted by one party or the other.

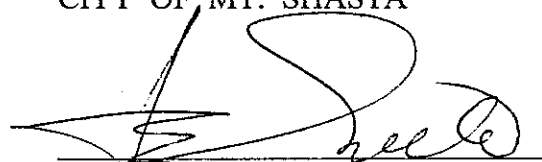
5. Execution in Counterparts.

The parties agree that this Agreement can be executed by each party separately with each party forwarding a copy of the executed page to the other.

IN WITNESS WHEREOF, the City and County have authorized the execution of this Agreement and authorize the Mayor and Chairperson of the Board of Supervisors respectfully to sign.

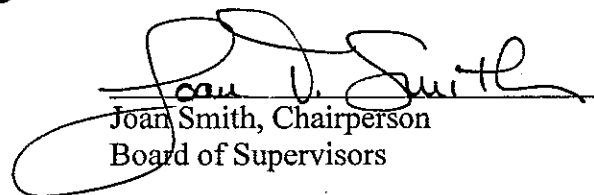
DATED: June 13, 2000

CITY OF MT. SHASTA


Tony Melo, Mayor

DATED: June 27, 2000
Board approved on June 6, 2000

COUNTY OF SISKIYOU


Joan Smith, Chairperson
Board of Supervisors

ATTEST:

COLLEEN BAKER

County Clerk & Ex-Officio
Clerk of the Board

By 
Deputy